GUIDELINES FOR ORAL PRESENTATIONS
18th International Technical Conference on the Enhanced Safety of Vehicles (ESV)
Nagoya, Japan, May 19-22, 2003

IMPORTANT NOTE:
All oral presenters must submit a final written paper to the **http://www.miracd.com/18esv** paper collection website no later than February 16, 2003, for publication of the 18th ESV Conference Proceedings CD-ROM.

ORGANISING YOUR ORAL PRESENTATION(S)
Many interesting and informative oral presentations fail to hold the interest of the audience due to bad preparation and coordination. These instructions and recommendations may prove useful in preparing and delivering your presentation.

- You should carefully coordinate each phase of your lecture with your slides;

- A colored background usually works better than black and white. Colors should be kept limited and simple;

- Use the minimum of text on a slide. As a rule of thumb for legibility, the maximum should be 30 characters per line and 12 lines per slide. Usually the fewer the better;

- Use Graphs where appropriate, they can often speak louder than words.

ORAL PRESENTATIONS
On-site technical support is provided by PROCOM International to facilitate and coordinate the smooth delivery of all oral presentations. It is important that you adhere to the following instructions:

- It is strongly recommended that all presentations be in Microsoft PowerPoint (PPT), windows-based environment. Presenters wishing to use any other operating system other than the above-mentioned must bring in their computer and will be responsible for its operation;

- Note the day and time of your technical session presentation. The Final Technical Program will be posted on the Conference Website after March 15th 2003;

- **On-line registration of the oral presenter is required for all presentations.** You must also upload your oral presentation when you register. In order to do this you must log-on to the website at http://www.esv2003.com/presentation/regist.cgi and follow the simple prompts;

- Bring with you a copy of your presentation either on a 3½ floppy disk, a CD-ROM or a zip disk;

- Exercise the option to bring a back-up copy of your presentation on your personal laptop in case of the unlikely event of loss or damage to the uploaded oral presentation.

At the Nagoya Congress Center, Japan:

- Presenters must report to the speaker ready room the **day before** the scheduled day of your oral presentation. All morning session presenters between the hours of **13:00-15:00** and afternoon session presenters between **15:00-17:00** the day before your oral presentation;

- Technical personnel will test your previously uploaded oral presentation(s) for completeness and compatibility and you will be given a final opportunity for last minute modifications. You have the opportunity to replace the presentation with a more recent version;

- If needed give the copy of your presentation (3½ floppy, CD-ROM or zip disk) to the technical personnel at this time;

- Please give the projectionist any special instructions you may have when you are in the speaker ready room, not during your lecture.

- **IT IS YOUR RESPONSIBILITY AS A PRESENTER TO CONFRIM THE PROJECTIONIST HAS THE LATEST VERSION OF YOUR ORAL PRESENTATION!**

At the Time of your Presentation:

Arrive in plenty of time before the session begins, and get acquainted with the operation of the podium, location of the equipment and meet your Technical Session Chairperson (TSC).

Remember the three rules of effective presentation are:

- Introduce your topic and inform your audience what you intend to speak about;

- Deliver your talk, including the methods, results and conclusions;

- Summarize for your audience the most important points of your lecture;

- Select your vocabulary to address as wide an audience as possible and avoid unfamiliar abbreviations or expressions. Please note there will be **no translation** during the lectures, please prepare and deliver your presentation in English;

- Be careful to coordinate your lecture with your slide sequence, discuss the material as written on the slide, and use a pointer to guide the audience. (Do not wave the pointer around the slide);

- An automatic slide advance button will be located at the speaker's podium, and a projectionist will be in the room to provide assistance when needed;

- **Carefully note the allotted time for your presentation and make sure the length of your oral presentation stays within the allotted time.** Oral presentations will be limited to 10 minutes. Session Chairs allocate 5 minutes for introduction and Q&A per speaker;

- Be sure to leave time for questions to be asked by the audience. Please be courteous of other speakers and do not run over your allotted time;

- Technical Session Chairs are instructed to terminate lectures that exceed their time allotment;

- Lastly, your audience is interested in what you have to say, and will benefit most if you prepare properly.

Thank you,